

Quick Reference

Below you will find an overview of all features available in the default CKEditor toolbar.

Working with a Document

Toolbar Button	Description
 Source	View or edit the source code of the document (for advanced users).
	Save the contents of CKEditor and submit its data to the server, when CKEditor is placed inside an HTML form.
	Clear the editing area and create a new page.
	Show a preview of the document in the shape that will be displayed to end users.
	Select a layout template.
	Cut the selected text fragment to the clipboard.
	Copy the selected text fragment to the clipboard.
	Paste content copied to the clipboard along with formatting.
	Paste content copied to the clipboard without formatting.
	Paste content copied from Microsoft Word or similar applications along with formatting.
	Print document contents.
	Insert a page break. This only impacts the printed version.
	Check spelling of the document text or turn on the Spell Check As You Type (SCAYT) feature.
	Undo or redo the most recent action performed.
	Find a word or phrase in the document.
	Find and replace a word or phrase in the document.
	Select all contents of the document.
	Remove the formatting of the selected text.
	Maximize the editor in the browser window.
	Highlight all block-level elements in the document.
	Show information about CKEditor.

Text Styling

Toolbar Button	Description
	Apply bold , <i>italic</i> , underline or strike-through formatting to the text.
	Apply superscript or subscript formatting to the text.
	Apply pre-defined combinations of various formatting options to block and inline elements.
	Apply pre-defined block-level combinations of various formatting options.
	Change the typeface of the text.
	Change the font size of the text.
	Change the color of the text.
	Change the background color of the text.

Text Layout

Toolbar Button	Description
	Increase or decrease text indentation.
	Format a block of text as indented quotation.
	Create a new div element in document source.
	Set text alignment (left, centered, right or justified).
	Set text direction as from left to right (default value for most Western languages) or from right to left (languages like Arabic, Persian, Hebrew).
	Insert a divider line (horizontal rule) into the document.

Rich Text

Toolbar Button	Description
	Create a numbered or bulleted list.
	Create or remove a hyperlink in the text. These features may also be used to manage file uploads and links to files on the web server.
	Insert a link anchor to the text.
	Insert an image into the document.
	Insert an Adobe Flash object into the document.
	Create a table with the defined number of columns and rows.
	Insert an emoticon image (smiley or icon).
	Insert a special character or symbol.
	Insert an inline frame (iframe).

Form Elements

Toolbar Button	Description
	Insert a new form into the document.
	Insert a checkbox into the document form.
	Insert a radio button into the document form.
	Insert a text field into the document form.
	Insert a multi-line text area into the document form.
	Insert a selection field into the document form.
	Insert a button into the document form.
	Insert an image button into the document form.
	Insert a hidden field into the document form.